

**Children and Families Outreach Worker  
Ruchill Kelvinside Parish Church**

**JOB DESCRIPTION**

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**Title of Post:** Part time Children and Families Outreach Worker, Ruchill Kelvinside Parish Church 18 hours per week.

**Responsible to:** The Minister at Ruchill Kelvinside church and the Elders

**Date:** November 2017

**Main purpose of post:** To nurture children and young people in their faith. To pastorally support families within the church; to oversee and develop children's and Family ministry on a Sunday within the church, and during the week within the local community through Mainly Music group.

**MAIN DUTIES**

- Caring pastorally for the Children & Families already worshipping at Ruchill kelvinside Parish Church
- Seeking to make contact and build bridges with families in the community, through assisting in the running of Mainly Music.
- To co-ordinate and recruit volunteers for the continued running of Mainly Music.
- Leading children's talks, where invited by the minister, as part of a Sunday morning service.
- Coordinating and leading (or co-leading) all-age family worship services.
- Developing the work of the Sunday School – identifying resources, leading and training a team of helpers, providing age-appropriate teaching for pre-school and school age young people.
- To assist the Elders in developing a vision for the existing children's ministry and to bring fresh ideas for future children's ministry

- To take the lead in running holiday clubs and other events throughout the year e.g. light party, Christmas party.
- To network with local agencies involved in children and family work.

### **Additional duties**

- To be motivated to manage and organise own work load.
- To work Independently and as part of a team.
- To provide information e.g. prayer points to enable church members to pray for the work
- To contribute fully to the supervision and appraisal process
- Undertake such other duties as may be required from time to time by the line manager.

**Person Specification: Children and Families Outreach Worker**

	Essential	Desirable
<b>Skills, abilities and knowledge</b>		
Experience of co-ordinating and participating in Christian outreach to children and families.	√	
Proven ability to communicate well with all age groups.	√	
Highly developed inter personal and organisational skills	√	
Flexibility required as weekend and some evening working required.	√	
Basic IT skills email, power point, rota's and basic promotional material for events.	√	
Experience in relating to those with little or no church connection	√	
Experience in a variety of children's / family/ young people's work (either in a voluntary or paid capacity)	√	
Experience in working in partnership with other churches		√
Holder of a full valid driving license and owner of a car or full access to alternative private transport as required		√
<b>Personal Qualities</b>		

Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	√	
Good oral, written and listening skills	√	
Positive and enthusiastic with ability to enthuse and encourage others	√	
Proven ability to work collaboratively with colleagues and contribute to effective team working	√	
Excellent planning skills with the ability to prioritise work and workload	√	
Openness to and able to evidence different ways of working and trying new initiatives	√	
<b>Educational requirements</b>		
Qualified to degree level or similar or accredited training in youth / children's work.		√
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	√	

**Terms and Conditions:**

- Salary is £10,101 pa. £10.50ph. The post is initially for one year, funding will be sought to continue the post.
- Whilst normal hours of work will be 18 hours per week as agreed locally, the nature of the work calls for a degree of flexibility, thus hours of work which are as agreed by the Line Manager may vary from day to day. Evening and weekend work will be required.
- The post is based in Ruchill kelvinside Parish Church.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- In view of the nature of the post, the successful candidate will be required to become a member of the Disclosure Scotland PVG Scheme.

- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom

**Informal enquiries can be made to:** Rev Mark Lowey 01419596718.  
mlowey@churchofscotland.org.uk